



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### ***Lead Custodian***

**Department: Housekeeping**

**Reports to: Custodial Supervisor**

**Pay Grade: H04**

**Date Established: 3/2014**

**Date Revised: 12/2017**

**FLSA Status: Non-Exempt**

### **CLASSIFICATION SUMMARY**

The Lead Custodian directs and performs custodial, maintenance, and cleaning tasks in an assigned building to maintain a clean, sanitary, and safe environment. This position provides direction to crews on site. This position is differentiated from the Custodian by the type of direct supervision exercised at the job site.

The job requires skill in performing public facility cleaning and maintenance and the ability to operate the tools and equipment required to complete the assigned tasks. This is a physically active job performing routine tasks on a regular basis and major project tasks intermittently. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes a public building cleaning and maintenance environment. The job requires operating electrically powered cleaning equipment and cleaning substances that may involve related hazards.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Directs and performs cleaning and maintenance in an assigned building including sweeping, mopping, and vacuuming floors and carpets. Dusts and wipes off furniture, fixtures, and surfaces. Cleans restrooms, hallways, offices, meeting, and other public rooms. Cleans interior and exterior glass surfaces.

Establishes cleaning schedule, coordinating cleaning with individual offices and scheduling cleaning assignments. Schedules special cleaning, such as carpet cleaning, with offices.

Inspects work of cleaning crews to ensure work is done according to standards.

Maintains inventory of cleaning supplies, including placing orders.

Trains staff in cleaning methods and equipment operation. Monitors work for compliance with safety and work standards.

Cleans and sanitizes restroom areas, including toilets, sinks, mirrors, privacy dividers, walls and floors. Maintains supply levels in restrooms, including toilet paper, paper towels, and soap.

Empties and cleans trash containers, including transporting bagged waste to outside trash receptacles. Separates recyclables.

Cleans light fixtures and replaces bulbs and/or ballasts. Cleans and polishes mirrors, wood, and other special reflective and decorative surfaces.

Cleans spills, spot cleans carpets, and removes graffiti as needed.

Cleans and maintains custodial equipment. Ensures custodial equipment is in working order.

Sets up for and breaks down after special events.

Performs minor maintenance and repair duties including painting, carpentry, and plumbing, depending on building assignment.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### **CLASSIFICATION REQUIREMENTS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

#### **Knowledge of:**

- Methods, materials, tools and standard practices of cleaning and maintaining public buildings;
- Preparation, use, and disposal of chemical cleaning agents;
- Appropriate use of cleaning agent for varied surface types;
- Safety procedures when cleaning and moving furniture;
- Methods, materials, tools, and standard practices of grounds and yard maintenance, depending on assignment;
- Employee supervision and training methods, techniques, and objectives;
- City policies regarding safe work practices.

#### **Skill and Ability to:**

- Perform routine custodial, maintenance, and cleaning tasks in an assigned building to maintain a clean, sanitary, and safe environment;
- Operate and maintain powered custodial equipment including, but not limited to, vacuums, strippers, waxers, buffers, shampoo cleaners, extractors, and power washers;
- Operate hand cleaning equipment including, but not limited to, brooms, dust and wet mops, dust pans, and dusters;
- Operate, maintain, and perform minor repairs to grounds keeping equipment, as needed and depending on assignment;
- Operate hand and power tools;
- Operate a personal computer and job-related software and applications;
- Supervise, schedule, and train employees;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

### **ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED; and
- Idaho driver's license is required;
- One (1) year of general cleaning/maintenance experience is required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

### **PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, climb ladders, work at heights, and in confined spaces. The job requires hand/finger dexterity to handle materials, manipulate tools, keyboard, and reach with hands and arms. The job requires operation of job-related equipment. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.